

As one of Canada's Best Managed Companies for 12 consecutive years, Concentra Financial prides itself on fostering employee engagement and a workplace of openness and respect. Concentra is a credit union company and an integral part of the Canadian co-operative financial system. Through leadership and partnership, Concentra seeks to advance the credit union system with national wholesale and trust solutions that enhance competitiveness, create value and improve financial performance

Concentra Trust is a wholly owned subsidiary focused on providing estate, trust and registered plan solutions to credit unions and secondary markets across Canada.

Concentra is proud to have a culture that is one of collaboration and "high road" leadership. Concentra Financial employees enjoy a competitive total rewards package and flexible work environment. We are looking for a results oriented individual to join our team in the Saskatoon or Regina location, or remote:

Governance Associate (Full-time, Term position to September 2016)

The Governance Associate is responsible for administering a broad range of support related to the board of directors and the Board Committees for Concentra Financial and Concentra Trust. Reporting directly to the Corporate Secretary and/or the head of the Governance area, the Governance Associate provides governance and board support, support to the Oversight division, and is responsible for managing some day-to-day functions in the Governance/Oversight Division.

Key Outcomes:

- Provide comprehensive support to the Governance & Legal Division, the Board of Directors and Board Committees in support of the Corporate Secretary function by working as a team with the Corporate Secretary and the Executive Assistant to ensure the effective running of the Governance processes
- Support and enable ongoing regulatory compliance with respect to governance matters by leading in the research, development, recommendation and implementation of systems, processes and procedures to ensure ongoing compliance with regulatory requirements, good corporate governance practices and effective Board functions
- Support and enable the effective management of the Corporate Secretary function by promoting and facilitating open communication; assisting the Corporate Secretary in briefing Senior Management on Board decisions; and providing guidance to managers and staff on managing Board informational requests
- Contribute to effective operations of the Governance Division by reviewing and identifying governance and compliance issues for enterprise risk management and reviewing and revising departmental procedures from a governance, legal and risk perspective

Qualifications:

- Post-Secondary Degree, or Paralegal Diploma/Certificate from a recognized Institute, specialization in the legal profession is preferred
- 5 years related Board experience in a similar governance position, or an equivalent combination of education and experience with a major financial institution or company
- Good knowledge of corporate legislation and solid understanding of corporate secretarial/ corporate governance best practices

To apply please submit a resume with cover letter in confidence stating competition number **1602-18E** by **end of day Wednesday, March 9, 2016 to:**

Concentra Financial – People Office

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